

# INTER-OFFICE MEMORANDUM

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Office of Accounts and Control

**TO:** Chief Financial Officers                      **DATE:** May 25, 2010  
**FROM:** Louise Anderson  
Associate Controller - Operations  
**SUBJECT:** Providence Journal Electronic Tear Sheets  
**CFO 10-16**

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The Office of Accounts & Control has been working with The Providence Journal on an electronic tear sheet website. We are happy to announce that effective June 1, 2010 all agencies will be able to access their tear sheets electronically. Instructions on how to use this website are located at <http://controller.admin.ri.gov/documents/PurchaseCard//5 E-sheets.pdf>.

If you have any questions about the website you can contact Linda Levesque @ [LLevesqu@projo.com](mailto:LLevesqu@projo.com) or 401-277-8257.

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